

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** July 5, 2007

FROM: Wayne T Hannon
Associate Controller, Operations

SUBJECT: FISCAL YEAR 2007 TRAVEL PURCHASE ORDERS

The purpose of this memorandum is to inform agencies of the proper procedure for liquidating FY 07 travel PO's. Several agencies have inquired as to when these PO's will be liquidated.....
All FY 07 travel PO's will be systematically liquidated once all travel reimbursement requests have been received and paid.

If the purchase order relates to travel that will occur in **FY 08**, please forward a list of these PO's to Terry DelDeo in Accounts and Control: TeresaD@gw.doa.state.ri.us . We will roll them forward into the new fiscal year. This list should only consist of Purchase Orders that will not be vouchered against in Fiscal Year 2007. All open Fiscal Year 2007 Purchase Orders will be decreased to the amount billed and closed systematically during the fiscal closing process (ref. CFO 07-05).

WTH/nas
CFO 08-01 FY 07 Travel Purchase Orders